

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

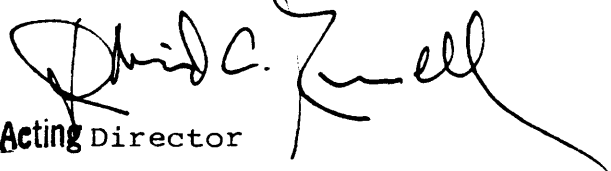
Release No. 17

September 20, 1983

SUBJECT: Administrative Series
Part 310
Chapter 1 Identification Cards

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter prescribes the procedures to be followed for the procurement, issuance, and control of personnel identification cards for Minerals Management Service employees.


Acting Director

FILING INSTRUCTIONS:

Remove:

None

Insert:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
310	1	1-5	17

OPR: Office of the Security Officer
Procurement and General Services Division
Office of Administration

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MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 310 General, Security

Chapter 1 Identification Cards

310.1.1

1. Purpose. This chapter prescribes the procedures to be followed for the procurement, issuance, and control of personnel identification cards for Minerals Management Service (MMS) employees. These cards are required to permit authorized access to space occupied by the MMS as well as other Federal buildings. Each employee is required to have one of the following personal identification cards in his/her possession:

A. Department of the Interior Secretarial Identification Card.

(1) This card bears the facsimile signature of the Secretary, and is issued only upon written request to the Department, Office of Administrative Services. Requests should be submitted through the MMS Security Officer.

(2) Secretarial identification cards may be issued to the following permanent MMS full-time employees:

(a) Director.

(b) Deputy Director.

(c) Associate and Assistant Directors, and Regional Managers.

(3) Secretarial identification cards are valid only when bearing the signature of the current Secretary of the Department of the Interior. Cards signed by previous Secretaries should be returned to the MMS Security Officer accompanied by a request for an updated card when appropriate.

B. Department of the Interior Identification Card (DI-238A).

(1) The DI-238A is white in color, prenumbered, and issued to permanent employees only.

(2) The DI-238A is controlled by the MMS Security Officer and issued centrally to all MMS employees in the Washington metropolitan area. Employees located in the Main Interior Building will have pictures taken locally by the Division of Enforcement and Security Management.

(3) Requests for the DI-238A must be submitted in writing to the MMS Security Officer. All requests must be signed by the employee's immediate supervisor or local administrative officer. Requests must also include a telephone number to call when the card is ready for pick up and contain all information necessary to complete the card. (See Illustration 1.)

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(4) Administrative Service Center Managers or their designees may obtain the DI-238A in blocks of 100 cards for issuance to field personnel. Requests for blocks of cards should be submitted to the MMS Security Officer, Procurement and General Services Division.

(5) In the Washington metropolitan area, the MMS Security Officer will authenticate identification cards. The Administrative Service Center Managers will authenticate identification cards for field personnel.

C. Temporary Building Passes (DI-238).

(1) Contractor employees and temporary employees requiring access to MMS facilities for a designated period of time are issued temporary passes (Form DI-238).

(2) The DI-238 is yellow in color, prenumbered, and obtained and issued on the same basis as the DI-238A.

(3) The DI-238's issued to temporary employees will show the expected expiration date of employment with the typed letters NTE (Not to Exceed) followed by the date.

(4) The DI-238's issued to contract employees will show the expiration date of December 31 in the year issued or the exact date of termination when known.

D. Retiree Identification Cards.

(1) Upon retirement, MMS employees may be issued a retiree identification card. The cards reflect the Agency name, employee's name, retirement date, and length of service. Retiree cards will be accepted for access to Interior facilities for business or personal reasons.

(2) These cards are obtained and issued on the same basis as the DI-238A. They are not to be issued to employees who have accepted other jobs, are transferring to another Agency, or who have been terminated for cause.

(3) Authorized officials should issue retiree cards in conjunction with the exit clearance process. The card number shown on the permanent identification card (DI-238A) will be transferred to the retiree card. Employees must surrender their DI-238A before retiree cards will be issued.

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2. Authority. Departmental Manual (310 DM 3).

3. Standards and Controls.

A. All stocks of identification cards must be properly stored in locked cabinets.

B. All MMS identification cards require a color photograph of the employee and must be laminated before issuance.

C. All issuing offices will maintain detailed accountability records for each type of identification card issued. Records should reflect chronological entries for each card issued indicating the card number and date of issue. Records will also reflect the recipient's printed name, as well as the signature of the employee, office or division where employed, office telephone number, and appropriate cancellation information. (See Illustration 2.)

D. All issuing offices are responsible for ensuring that cards issued to employees are returned for cancellation when: (a) an individual leaves or transfers out of the organization or (b) the card expires. Accountability records will be dated and marked to indicate that such cards have been canceled and destroyed by cutting.

4. Reporting Requirements.

A. Issuing authorities will be responsible for submitting quarterly accountability reports for all identification cards issued during the period. Reports will be sent to the MMS Security Officer within 5 working days after March 31, June 30, September 30, and December 31.

B. Each employee is responsible for safeguarding identification cards in his/her possession. Employees should immediately report the loss or theft of cards to the office of issue, explaining circumstances of the loss.

5. Inspections. The Department's Office of Administrative Services, Division of Enforcement and Security Management, will conduct periodic inspections of MMS activities to ensure that accountability procedures are in conformance with departmental requirements.

IDENTIFICATION CARD REQUEST



United States Department of the Interior

MINERALS MANAGEMENT SERVICE
RESTON, VA. 22091

SAMPLE

Memorandum

To: Security Officer
From: Chief, Offshore Rules and Regulations Division
Subject: Issuance of Identification Card

Please issue an identification card to the individual listed below:

JUSTIFICATION/COMMENTS:

Fred Jones is a new employee picked up from Department of Justice

Name: Fred Jones

Office/Division: Offshore Rules and Regulations Division

Employment Status (Permanent or Temporary): Permanent

NTE date, if applicable: _____

Place of Employment: Washington Metropolitan Area

Birth Date: May 20, 1950

Height: 6' 1"

Weight: 180

Hair Color: Blond

Eye Color: Blue

Social Security No.: 224-93-6721

Employee's Title: Legislative Specialist

Telephone No. of Employee: 435-6111
to Pick Up Card

Albert Brown

78X ALL